

NAN YA PLASTICS CORP.-AM ICA
Personnel Action Form - Change
===== Employee Information =====
Name :POWELL CHERYL H. Social Security No:250133244
Alias:POWELL, CHERYL, H.
Original Hire Date : 3/08/99 FPG-USA Hire Date : 3/08/99
Recently Rehire Date: 3/08/99 Affiliate Transfer Date : 0/00/00
===== New Employee or Present Data =====
Present Data New (** must be filled)

Effect Date 3/08/00 **
Location Name NAN YA PLASTICS CORP, A NALC

Department Name Q.C. DEPARTMENT OFFICE 6310

Job Code & Title ADAS ADMINISTRATIVE ASSISTAN

Job Grade/Category 04 Assistant AT

Performance Rating PG A Merit 4.5 %
/Merit Increase %
Promotional/Special Promo. % Special %
Increase% (If any)
Total Increase % Total 4.5 %

Yearly Base Salary 18,000.00
or Hourly Wage
Next Review Date 3/08/00 18,810.50

===== Comments & Information 3/08/01 **

In grade 04,	##### Merit Increase #####
Min: 16000.00	Compa-Ratio C B A A+
Mid: 21500.00	
Max: 25100.00	Below .79 2.5 4.0 5.0 6.0
	From .80 To .89 2.0 3.5 4.5 5.5
Compa-Ratio is	From .90 To 1.00 1.5 3.0 4.0 5.0
Curr. salary/Mid	From 1.01 To 1.09 1.0 2.5 3.5 4.5
= .837	Above 1.10 .5 2.0 3.0 4.0

===== Salary History (up to latest three) =====
Effect Loc. Dept Job Job Salary Perfm. Incrs% Incrs% Incrs% Incrs%
Date Code Code Grade Cat. /Wage Rating Merit Promo. Speci. Total

3/08/99 NALC 6310 04 AT 18,000.00

===== Approvals =====
1. Supervisor / Department Manager 3. Division Head
Name: [Signature] Date: 3/12/00
2. Plant Manager / Director 4. President Office
Name: Date:
Date: 3/28/00
===== Personnel/Payroll Only =====
Emp.Status:A / Class.:F / Group:S / Pay Schedule Date: /
Personnel: [Signature] 3/28/00 Payroll:

DEFENDANT'S
EXHIBIT

2
Powell

MAR. 29 ENT

01AA000013
18502.0019 Personnel File

RATING SUMMARY

Side 1

Employee C. Powell Evaluation Date 3/16/00
 Position Admin Asst. Hire Anniversary Date 3/8/88

HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING

• PART A: FOR ALL EMPLOYEES		Evaluation Points
1.	DEVELOPMENT OF SELF Degree to which growth and continual improvement is sought, as evidenced by creating and implementing an Individual Development Plan, and meeting Master Training Plan requirements.	89
2.	COLLABORATION Able to work/cooperate with others on an individual or group basis.	90
3.	DILIGENCE AND ETHICS Earnest and persistent effort to accomplish what is undertaken while adhering to strong ethical principles, and, working with honesty and integrity in dealings with co-workers and customers.	92
4.	GOAL SETTING AND ACHIEVEMENT Able to define and prioritize goals/objectives and to carry out specific courses of action for self and/or others to achieve them; possesses extraordinary commitment of time and energy to ensure task/goal achievement.	89
5.	VERSATILITY Able to modify one's own behavioral style to respond to the needs of others while maintaining one's own objectives and sense of dignity.	86
• PART B: FOR ALL SUPERVISOR AND ABOVE POSITIONS		
6.	LEADERSHIP Able to influence the actions and opinions of others in a desired direction: exhibits judgment in leading others to worthwhile objectives. A leader is someone who develops and inspires a realistic, achievable shared vision, challenges the process, enables others to act in a planned manner in order to attain practical results, and with emotional maturity, models the way while encouraging the heart.	
7.	DEVELOPMENT OF OTHERS Effectiveness and thoroughness of managerial efforts to develop the knowledge, skills and abilities of subordinates, as measured by the implementation of staff Individual Development Plans, attaining Departmental Master Training Plan objectives, and the diligence displayed in meeting the requirements of the <i>Performance Review and Evaluation Guideline</i> .	
AVERAGE of EVALUATION POINTS		<u>89.2</u>

*See Section 6.4 for an explanation of EVALUATION POINTS and how they relate to a person's Performance Grade and Rating.

- I. HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING [30% weight]
 Average of Evaluation Points (from above) 89.2 x .30 = 26.76
- II. INDIVIDUAL ANNUAL GOALS [70% weight]
 Average of Evaluation Points (from Attachment 1) 89.2 x .70 = 62.7
- III. RECOMMENDED OVERALL RATING SUMMARY - EVALUATION POINTS
89.5

YOUR RATING IS [Circle One]	OUTSTANDING A+ 93 - 100	EXCEEDS EXPECTATIONS A 85 - 92	COMPETENT B 70 - 84	IMPROVEMENT NEEDED C 60 - 69	NOT ACCEPTABLE D 59 and below
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SIDE 2 MUST BE COMPLETED [SEE OVER]

RATING SUMMARY

Side 2

This side must be completed prior to submission and final approval.

Immediate Supervisor's Comments:

Ms Powell has performed well as AC Admin ASST. She is an ASSET to our dept.

Employee has these particular strengths:

Attitude and willingness to accept more responsibilities
Learns new tasks quickly

Areas for further development or improvement are:

Continue to learn more about ISO 2000, and? AS 400 system

Initial Preparation By

Steph M. 1/5 Dugly 3/13 Date 3/15/00
(Immediate Supervisor)

Employee's Comments:

I have no qualms, but would like to say, my first impression of this company in the business professionalism I perceived upon arrival ^{is great} it still remains. Top management are my models to guide my ability to become a business professional. I really enjoy the AC Build Office work ethic.

Employee's Signature

Chris Powell

Date 3/16/00

Approving Manager's Comments:

Ms Powell does a good job.

Approved By

Steph M. 1/5

Date 3/17/00

Original of this document to Personnel Department

- ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED

INDIVIDUAL ANNUAL GOALS

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous year's goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name Cheryl Powell

Reviewed By: _____

For (Year) 2001

Employee and Supervisor Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form # 1942)
(To be filled out on the copy attached to the evaluation)

Points _____

Overall Evaluation

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations: Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	GOALS	<ol style="list-style-type: none"> 1. To become Ann's backup and generate chip COA's. 2. To become a proficient administrative assistant in all areas of QC and whatever help is needed. 3. To become more knowledgeable with payroll, 401K and insurance programs to better assist from our people. 4. To become efficient with Abnormal, ISO 9000, SOP, Response/Service Reports, Inter-office communications, Recommendations, Activity's Budget & Morning Process Reports. 5. Practice Nan Ya Plastics Corp. SS. 6. Promote Nan Ya's 10's. 7. To become a model of the expected responsible person. 	<p>June</p> <p>August</p> <p>August</p> <p>August</p> <p>Present</p> <p>Present</p> <p>Present</p>			
2.	STAPLE FIBER COA'S	<ol style="list-style-type: none"> 1. Inquire the customer receive what they request. 2. Maintain communication with my supervisors to better understand who the customers/buyers are. 3. Provide buyer and the customer shipped to, with the same test results. 	<p>Present</p> <p>Present</p> <p>Present</p>			

For (Year) 2001

Reviewed By:

3.	CUSTOMER REQUIREMENTS	1. Notify Production Planning when changes are not seen on the Quality Requirements for Staple Fiber Customer Shipments. 2. Update Physical Properties quarterly.	June
4.	MONTHS END REPORT	1. Expedite reports to next section. 2. Key in POY, DTY, & Chemical Quality Record, sort by lot, date, and lines. Show previous two months data and circulate. 3. DTY Inspection of Damaged Bobbins, DTY Manually Fed In & DTY Manually Taken Out Report and circulate.	Present May
5.	FILING/HOUSEKEEPING	1. Practice Nan Ya's S's. 2. Practice the THM.	Present Present
6.	SAFETY	1. Be aware of hazardous situations, correct the problems/and or report to the supervisors.	Present
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UNIVERSITY OF ALABAMA For (Year) 2000

1. Print one copy of this sheet at the beginning of each calendar year. Review those goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl H. Powell
Reviewed By: _____

Employee and Supervisor Initial and Date

March

June

September

December

For Salary Employees (Section Manager and above use Form # PM42)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points _____

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations; Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	Staple Fiber COA's	1. Control the templates and any other software programs that are used to produce COA's.	June			
2.	Morning Reports	1. Prepare the reports earlier by 10 minutes daily. 2. Learn how to find errors on the DTY Quality Data Report and successfully edit the report with minimal support.	June September			
3.	QC Forms	1. Update, create & design any that are needed within the QC department.	June			
4.	Training	1. Learn how to properly fill out Chip COA's and fill in when needed. 2. Master Excel program.	September September			
5.	Communication	1. Listen more attentively and stay motivated. Get involved with business decisions.	June			
6.	Professionalism	1. Conduct myself professionally and treat others with dignity and respect.	June			

INDIVIDUAL ANNUAL GOALS

For (Year) 2000

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Reviewed By: AKA

Employee and Supervisor Initial and Date

March

June

September

December

For Salary Employees (Section Manager and above use Form # PN42)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations, Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	Staple Fiber COA's	1.) Control the templates and any other software programs that are used to produce COA's. 2.) Attentive to Shipping List for mislabeled codes/lot #'s. 3.) Aware of each customer's needs.	June	1. Controlling files successfully. 2. Contributed to stopping shipments out in error. 3. Submitting COA's that provide customers with needed info.	has found several errors on COA's from my customers problems	90
2.	Morning Reports	1. Prepare the reports 10 minutes earlier daily. 2. Learn how to find errors on the DTY Quality Data Report and successfully edit the report with minimal support. 3. Compile and distribute to appropriate persons.	June September	1. Contacting responsible persons for the missing reports and submitting to the PMO's. 2. Properly editing DTY reports. 3. Morning reports are submitted within the desired time for P/P to fax to Taiwan.	good job keeping up with reports on DTY	85
3.	QC Forms	1. Update, create & design any that are needed within the QC department.	June	1. Have attained knowledge that requires successful job performance. 2. Binding books for lab results.	good job	80
4.	Training	1. Learn how to properly fill out Chip COA's and fill in for Ann when needed. 2. Master Excel programs.	September	1. Willing to deliver. 2. Achieve more knowledge of excel programs to provide my colleagues with charts, worksheets, etc.	continue to learn about Excel and other programs	80

INDIVIDUAL ANNUAL GOALS

For (Year) 2000

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Employee Name: Cheryl Powell

Reviewed By: Mike J.

5.	Communication	1. Listen more attentively and stay motivated. Get involved with business decisions.	June	1. Being open-minded and responsive. Currently an Activity Committee member expressing opinions respectfully. 3. Serving on the Beautification Committee communicating the needs, and cleanliness of the DTY/QC break-room, bathroom, & QC Field Office.	Good job with communication. Very active with Activity Committee.	90
6.	Professionalism	1. Conduct myself professionally and treat others with dignity and respect.	June	1. Creating an attitude that presents professionalism in the work place. 2. Understanding obstacles in everyday life of others and expressing empathy. 3. Become the model of a good student.	good attitude. need to be in office by 8:00 am. very shy	80
7.	SAFETY	1. Help co-workers when in need. 2. Repair any area in an orderly manner. 3. Prevent possible accidents.		1. Stock the first aid box with medicines & supplies. 2. Pack the Nalgas 5's. 3. Be it right the 1st time.	Good job	84

INDIVIDUAL ANNUAL GOALS

For (Year) 1999

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Employee Name: Cheryl H. Powell
Reviewed By: S. Ayer, G. Cogger

Employee and Supervisor Initial and Date

March

June

September

December

For Salary Employees (Section Manager and above use Form # PN42)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations: Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	Training	This is the first review. The first 2-3 months were spent training on morning reports, COA preparations, AG's and HJ's log ins, using the AS400 for ordering supplies. Being a troubleshooter for the copier, fax and printer.	Daily by 9:30 a.m.	Successfully performed under probation.	Learned quickly and retains information well	90
2.	Staple Fiber COA's	1. Staying abreast of Customer Quality Requirements. 2. Keep supervisor informed of not receiving enough new information and when unfamiliarity's show up on COA shipping list. 3. Record and create spreadsheets to maintain updated data to ensure the customer has a current COA.	Daily before 4:00 p.m. Daily Daily	I have a commitment to win our customers confidence by providing COA's accurately and efficiently. This shall be complete by 4:00 p.m. daily.	on time with a minimum of errors has caught mistakes that prevented customer problems	91
3.	Morning Reports	1. Responsible for keying Staple Fiber Grade Summary, Q/C Summary Report, Q/C POY & DTY Packing Report, Chemical Lab Inspection Daily Report and the DTY Quality Daily Report for Production Planning to send out the daily Process Performance Summary & the S/F Process Performance Summary throughout interdepartmental and to Taipei. 2. Responsible for ordering Store Stock Request.	Daily before 9:30 a.m. Daily Daily	I have proven to be proficient in the areas of accuracy and time management which allows Production Planning to deliver to top management within their desired time frame.	Reports completed on time continue to learn more about store stock items, AS 400 etc	90

INDIVIDUAL ANNUAL GOALS

For (Year) 1999

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2. At the time of the annual evaluation make a copy of this form and the previous year's goals to attach to the evaluation form.
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Employee Name: Cheryl H. Powell
Reviewed By: _____

4. Additional Training	1. Prepare and close payroll for approximately 90 employees. 2. Management training on Vacation Policy. 3. Prepare Packing Daily Production Report. 4. Experience with SOP revisions. 5. Becoming more familiar with the ISO 9000 policies. 6. Also, am familiar with Process Procedures and Quality Records List.	As Needed Daily As Needed When opportunity knocks.	Developed confidence and skill to handle any questions that may arise. I will pursue more research and become well rounded at reading Payroll's abnormal report. Need more experience to become effective working on SOP revisions. Study and read more information on these issues.	<i>More training needed for ISO 9000</i> <i>have a payroll system going</i>	<u>86</u>
5. Recording Service Copy & Filing Original Response Forms	1. Copying all Technical Service original Response Forms and filing in "Technical Service" Service Reports" in a Service Log Binder then mailing to next official in line to receive document.	Daily	The upkflow gets handle correctly but would like to learn more about this system.	<i>good job</i>	<u>91</u>
6. Paperwork Flow & Procedures	1. Properly prepares purchase requisitions, safety reimbursements, recommendation reports, employee of the month, injury report, distribution of production notices, also reports for POY side I and II, DTY, and Chemical Sections to be sent to section managers and department heads.	Daily	Enjoy processing special requests.	<i>good job</i>	<u>91</u>
7. Teamwork	1. Communicating with people by doing what is expected of me with enthusiasm. Able to respond to needs of others while being in charge of my responsibilities.	Daily	Formula for Teamwork: Responsibilities over Expectations. What this means to me is do what I am responsible for without expecting more from someone else.	<i>Can manage well</i> <i>good attitude</i>	<u>90</u>

INDIVIDUAL ANNUAL GOALS

For (Year) 1999

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3. Use Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl H. Powell

Reviewed By: _____

SCA/WW

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations: Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
8.	Special Projects	1. Organized Instrument Manuals, some office organization, making bookbinders for others, researched history of service maintenance occurrences on copier. 2. Also, notifying supervisor or General Affairs of housekeeping problems. 3. Offering my time to serve as needed when special events arrive.	Daily	By existing time management I have been able to properly handle these extra task.	Accepts new requests readily	88
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